

**Position Requirements Document Cover Sheet****Position Number: 12906****Classification:** Acquisition Logistics Program Manager, NH-0340-IV**Local Title:** Director, Acquisition Logistics**Top Secret Clearance with SCI access required.****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: Project Support Group3<sup>rd</sup> Div: Acquisition Logistics Directorate4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Sandra N. Veautour**Title:** Project Support Executive (Acting)**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 5/1/03**Higher Supervisor or Manager:** \_\_\_\_\_**Title:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Stephen M. Seay**Title:** Program Executive Officer**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 5/14/03**FLSA:** Exempt **BUS Code:** 8888 **CL:** 436**Drug Test:** Yes**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** CS**Status:** Competitive**Reason for Submission:** New**Subject to IA:** Yes**Previous PD Number:****Mobilization:****Envir. Diff:****Career Prg ID:****Acq Posn Category:** A**CAPL Number:****Acq Career Level:** 3**Acq Posn Type:** 2**Acq Special Asgmt:****Acq Prog Ind:****Career Spec – Primary:****Career Spec – Sec:****Cont Job Site:****Mobility:****Financial Disclosure:** ☐ Public Financial☒ Confidential Financial☒ Supervisor ☐ Manager☐ Neither**Citation 1:** OPM Handbook of Occup Groups and Fams, GS-0340**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**Top Secret Clearance with SCI access required.**

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

I. Organization information:

Position is located in the Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Acquisition Logistics Program Manager, NH-0340-IV

III. Duties:

Manages the execution of project acquisition logistics, management implementation and Integrated Logistics Support (ILS) for PEO STRI programs and contracts. Responsible for quantity and quality of assigned Acquisition Logistics personnel. Serves as PEO STRI's expert and advisor on all matters pertaining to Acquisition Logistics. Responsible for seamless transition of developmental systems from production to sustainment in omnibus Life Cycle Contractor Support (LCCS) contracts.

1. Responsible for the developing, publishing, maintenance, and oversight of a standard acquisition logistics process throughout PEO STRI. Consults the appropriate Project Manager on logistics matters concerning their programs. Advises the PEO STRI PEO, DPEO and senior managers in all matters pertaining to acquisition logistics of PEO STRI systems. Maintains the PEO STRI library of acquisition logistics regulation, policies, and procedures. Resolves issues pertaining to the acquisition logistics process.

2. Directs the professional development of the acquisition technology workforce. Provides technical guidance to logistics managers. Serves as the technical authority and administrative coordinator for the support of logistics managers and provisioning/training/publications functional specialists in managing and documenting Integrated Logistics Support.

3. Ensures acquisition logistics personnel have appropriate knowledge, skills, abilities, certifications, and are performing to the satisfaction of the Project Director

and/or other manager. Adjusts acquisition Logistics workforce for future needs. Forecasts acquisition logistics resource requirements (numbers and skills). Monitors resource utilization versus forecast. Coordinates augmentation of matrix personnel (e.g. SETA).

4 Prepares and presents formal and informal information and decision briefings to the cognizant Installation/Activity Commanders. Coordinates, staffs, and prepares executive staff summaries and letters for concurrence and/or acceptance. Provides PEO STRI interface to MACOMS, NGB, Advanced Warfighting Experiments and DA level activities for future requirements. Provides direct support and integration support through the Life Cycle Support Contractor as COR/ACOR.

Performs other duties as assigned.

#### **Critical Acquisition Position**

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

#### **IV. Factors:**

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs).



alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and

allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a **Top Secret security clearance with SCI access.**

May be required to travel within the U.S./overseas by commercial/military aircraft.

### **Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes**

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to organize and lead Acquisition Logisticians

Ability to work cooperatively as a member of a team

Ability to execute projects and/or studies within established financial and time constraints

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR) of SETA and other manpower resource contracts.

Ability to communicate orally and in writing

Knowledge of program planning and budgeting cycles

Ability to interpret and apply rules, regulations, and procedures

Knowledge of financial control and budget systems and management